



DEPARTMENT OF THE ARMY
CHARLIE COMPANY, 554th ENGINEER BATTALION
U.S. ARMY ENGINEER SCHOOL
FORT LEONARD WOOD, MISSOURI 65473-8941

REPLY TO
ATTENTION OF

ATSE-DEC

27 April 2006

MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #1 - Open Door Policy

1. My door is open to all members of this command. I encourage any soldier who feels that they have a legitimate concern, problem, or complaint that cannot be resolved by their immediate supervisor to use this policy.
2. I am available both during the normal duty day and afterwards. If you wish to sit down and speak with me regarding an issue, contact myself or the First Sergeant to schedule an appointment. I will meet with any soldier and/or their family members.
3. You must inform your chain of command that you wish to use the open door policy. Permission from your chain of command is not required unless you have scheduled classes or other assigned duties to perform. Permission to be excused from any official military requirement must be obtained through your immediate chain of command. Your chain of command should be given the maximum opportunity to help solve your problem; however, if you feel that your problem has not been handled properly or you cannot approach your chain of command, feel free to see me.

JENNIFER V. THIBEAULT
CPT, EN
Commanding



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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #2 - Equal Opportunity

1. I am completely dedicated to the goals and objectives of the Army Equal Opportunity Program. Every effort will be made to promote and ensure equal opportunity for all members of this command. There will be no tolerance of discrimination in any form.
2. Procedures for redress: First, make every attempt to alleviate the situation directly with the responsible party. If this is not possible, you should notify the level of command you feel appropriate. If you have a problem with a trainer/instructor, see me; if you have a problem with me, see the battalion commander. Attempt to rectify the problem at the lowest level possible. The company Equal Opportunity Representative is also available to serve as a point of contact for questions, potential problems, and complaints.
3. I will monitor and provide feedback within 72 hours on any incident brought to my attention.
4. Violation of EO policies may result in administrative or punitive action.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #3 - Equal Employment Opportunity

1. This command is committed to ensuring equal employment opportunities of all personnel. Discriminatory practices or policies will not be tolerated.
2. Leaders at all levels must ensure that all individuals are treated without regard to race, age, gender, religion, origin or disabilities during all aspects of employment. Anyone who discovers such practices or feels such practices are being used against them or others should notify the chain of command or the unit EO Representative as soon as possible.
3. The equal employment opportunity program is designed to promote equality in all aspects of employment; to include development, advancement, rewards, and general treatment. It is specifically concerned with, but not limited to, all minorities, women, and the disabled.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #4 - Prevention of Sexual Harassment

1. Sexual harassment of soldiers, civilian employees, or civilians will not be tolerated in this company. Department of the Army defines sexual harassment as "(1) influencing, offering to influence, or threatening the career, pay, or job of another person, woman or man, in exchange of sexual favors, or (2) deliberate or repeated offensive comments, gestures or physical contact of a sexual nature in a work or duty-related environment." Sexual harassment includes: unwelcome, sexual-related, obscene or suggestive language, gestures, coercion, humiliation, embarrassment, and physical contact. A key point is that the term "unwelcome" is determined by the recipient of the harassment. It is not at the discretion of the person who makes the comments or gestures to decide whether that behavior is welcome or not.
2. Sexual harassment is unacceptable on and off duty. It is the responsibility of every leader to recognize sexual harassment, examine all suspected violations, and take action to address instances of sexual harassment quickly, fairly, and effectively. Individuals who are sexually harassed should make it clear that such behavior is offensive and report the harassment to the appropriate chain of command.
3. It is my policy to afford equal and fair treatment for all personnel within the command regardless of race, color, national origin, age, religion, or gender. Sexual harassment is a clear violation of this policy. In addition, sexual harassment violates the high standards of honesty, integrity, and impartiality established by this command and the United States Army. Sexual harassment undermines the soldiering ability and potential of both the individual and the unit and will not be tolerated.
4. Individuals who believe they are sexually harassed by supervisors, superiors, co-workers, subordinates or peers will make it clear that such behavior is offensive and report the harassment to their chain of command. It is the responsibility of supervisors at all levels to examine reports of sexual harassment and take appropriate action to ensure that instances are addressed swiftly, fairly, and efficiently.
5. Complaints of sexual harassment may be filed directly with your Small Group Leader, the First Sergeant, the company Equal Opportunity NCO, or the Commander. For detailed complaint procedures, refer to Equal Opportunity Complaint Procedures, Company Policy Letter #18, dated 27 April 2006.
6. Intimidation, harassment, reprisal or retaliation against those exercising their lawful rights to address their concerns will not be tolerated.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #5 - Consideration of Others (CO2) Program

1. REFERENCE: Memorandum, Headquarters, TRADOC, 6 Jan 98, Subject: Consideration of Others (CO2) Program; Memorandum, Headquarters, U.S. Army Engineer Center and Fort Leonard Wood, 20 Jan 2004, Subject: Consideration of Others Program.

2. PURPOSE. To establish policy and procedures for the C/554th and HHC/554th EN BN Consideration of Others Program.

3. POLICY/PROCEDURES.

a. Consideration of Others (CO2) is a training tool for commanders. It helps commanders to strengthen their organizational climate by reinforcing the importance of the Army's Core Values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity and Personal Courage. I am committed to training soldiers who understand and accept our Army Values and are ready to be integral members of the Total Army Team.

b. All soldiers and civilians will receive eight (8) hours of training annually. The training will consist of two hours per quarter, led by a trained facilitator.

c. The company must have at least two facilitators.

d. Facilitators must:

- (1) Receive an appointment from the company commander
- (2) Be a Staff Sergeant or above
- (3) Attend the Small Group Trainer Course, and the 2-day CO2 Training Course

4. PROPONENCY. The Proponent for this command policy is the Company Equal Opportunity NCO.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #6 - Serious Incident Report

1. All personnel are responsible for reporting serious incidents as they occur. A serious incident is classified as deaths, attempted suicides, mugging, rape, AWOL soldiers, arrests, MP blotter incidents, bomb threats, incidents with racial overtones, loss of sensitive items, serious injury, or incidents that in the judgment of the Commander, result in adverse publicity or embarrassment to this command. This includes on and off post tickets/warning violations and both stationary and moving violations, to include vehicle accidents.
2. Initial reports of serious incidents involving assigned personnel will be reported to the First Sergeant or the Company Commander as soon as possible to present the information that is available at that time. Follow up reports are needed to provide additional information.

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MEMORANDUM FOR All Personnel Assigned or Attached to Co C, 554th Engineer Battalion

SUBJECT: Company Policy Letter #7 - Alcohol Policy

1. The current Department of the Army policy is to de-glamorize the use of alcohol and to treat and/or punish personnel for abusive alcohol consumption as appropriate. In accordance with DA policy, personnel involved, either a subject or victim, in an alcohol related incident will be referred to counseling for evaluation.
2. Consumption of alcohol is prohibited during hours of duty. Military personnel in uniform cannot purchase alcohol on post prior to 1630 hours during a scheduled duty day.
3. Alcohol related incidents include driving while intoxicated, public intoxication, or any other incident that occurs concurrent with or pursuant to alcohol consumption.
4. I urge everyone to "THINK BEFORE YOU DRINK." Think about how much your body can consume, set a limit at which you stop drinking, set aside money for a taxi or have a designated driver, think about the other people in your life and unit that will be adversely affected if you over-consume alcohol. If you choose to drink and drive, think about the loss of innocent lives you may take in an accident. Think about losing your own life and the lives of your family members. The consequences of driving intoxicated far outweigh to cost of a taxi or the cost of a phone call to a sober friend and/or member of this chain of command.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #8 - Privately Owned Weapons

1. All privately owned weapons will be registered with the Provost Marshal during in-processing IAW FLW Regulation 210-25. Weapons include firearms, projectile firing devices (bow & cross bow), long or locking blades in excess of six inches, or any device whose primary function is to harm, maim or kill; this includes ceremonial weapons.
2. Individuals residing in government quarters may store their own weapons if they meet the following criteria: *"The registered firearm is independently secured in a locked container or controlled by a separate key other than one which opens the interior door to the living quarters. Firearms not stored in the preceding manner will be placed in the arms room."*
3. Individuals will not store privately owned weapons in the BOQ/UOQ's. Instead, all privately owned weapons will be stored in the Battalion Arms Room. The arms room is co-located with C/554th EN BN, Buildig 1702E.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #9 - Dishonored Checks / Failure to Pay Bills

1. Reference: UCMJ - Manual For Courts-Martial
2. It is imperative that personnel learn to manage their personal affairs. It is the individual's responsibility to ensure that sufficient funds are available for any check he/she has written or intends to write. Those in violation may be punished under Article 123a (Making, drawing, or uttering check, draft, or order without sufficient funds).

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #10 - Weight Control Program

1. References: AR 600-9, Army Weight Control Program (AWCP); AR 350-1, Army Training and Education; FM 21-20, Physical Fitness Training; and AR 600-8-2.
2. The AWCP for all personnel assigned or attached to this unit will be strictly enforced. Meeting Army height and weight standards is an enrollment criteria for all students. Students who do not meet the standard will be denied enrollment. Those who exceed the weight standard during the course will be placed on the AWCP, and must meet standards in order to graduate. Those enrolled in the AWCP will be flagged IAW AR 600-8-2.
3. The 1SG will conduct monthly weigh-ins and tape tests for those placed on the AWCP.
4. All personnel who do not make satisfactory progress (3-8 pounds weight loss per month for two consecutive months) are subject to initiation of separation proceedings IAW AR 600-9. If a soldier is re-enrolled in the AWCP following removal within 12 months, separation proceedings will be initiated.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #11 - Reenlistment Incentives

1. Soldiers in Charlie Company who reenlist or transfer into the National Guard or Army Reserve component will be awarded the following reenlistment incentives.
 - a. All incentives given by the Brigade and Battalion Commander.
 - b. For first term soldier only, a 4-day pass which will include at least two consecutive non-duty days.
 - c. Following the re-enlistment ceremonies, soldiers will time off for the remainder of that duty day.
2. Passes will be taken IAW AR 600-8-10 and scheduled through the chain of command for approval prior to the date of the pass.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #12 – Snowbird / Blackbird Procedures

1. Reference: Directorate of Military Personnel Policy Memorandum - Temporary Utilization of Engineer Officer Basic Course/Captains Career Course.
2. Students who Snowbird/Blackbird less than 10 workdays, after all in-processing has been completed, will remain under control of C/554th Engineer Battalion.
3. Any Snowbird Student with 10 workdays or more, after all in-processing has been completed, will be attached to a another unit/agency at the discretion of the 554th Engineer Battalion Commander.
4. All Snowbirds and Blackbirds working for outside agencies are required to keep Charlie Company informed of their duty status, to include a work phone number and supervisor's name and number.
5. Officers with 30 days or less will remain under military control of this command.
6. All officers *must physically out-process* from Charlie Company and the 554th Engineer Battalion. Any personnel action (favorable or adverse) must be brought to my immediate attention.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #13 - Permanent Party Physical Fitness

1. Purpose. To establish procedures, policies and guidelines for each soldier's physical fitness.
2. Goals. I encourage all members of this command to strive for an average APFT score of 270 points. We will calculate this average without using the extended APFT scale. It is important that all members of the company give their best effort to help achieve this goal. A high degree of physical fitness enhances combat readiness and a healthy lifestyle. I expect that all soldiers to take pride in their level of physical fitness and strive to reach our unit goal. Also, I encourage everyone to supplement their physical fitness during their personal time. FLW offers many facilities that provides all soldiers with the opportunity to improve their level of activity and fitness. This includes, but is not limited to, the intramural sports program, multiple fitness centers, indoor/outdoor pools, the German Armed Forces Efficiency Program, and many seasonal activities offered by the MWR division.
3. Incentives. I will authorize everyone in this unit a four-day pass when we meet our goal of an average APFT score of 270. The only exception will be for soldiers who fail the record APFT.

Individual

- (1) Score of 300 points on 3 consecutive APFT's: Impact AAM, APFT Badge
 - (2) Score of 300 points: 4-day pass, APFT Badge
 - (3) Score of 270+: 3-day pass, APFT Badge
4. Army Physical Fitness Test. Soldiers will take a record APFT every six months. Leaders may request soldiers take a diagnostic APFT as required.
 5. Profiles. All profiles will attend and conduct PT in accordance with their profile. Soldiers on profile will have a copy with them at all times and turn a copy in to the 1SG.
 6. APFT Failures. Soldiers who fail a record APFT will be flagged immediately, counseled, and placed on an enhanced PT program. The enhanced PT program will be run by the 1SG and will be closely monitored by each section NCOIC. PT will be geared towards the specific weakness of each individual and will be conducted during normal PT hours or as necessary.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #14 - Leave/Pass Policy for Students

1. *Students must have their pass/leave packets approved prior to purchasing airline tickets.* Those who fail to do so will be held responsible for any cancellation/flight change fees that may result. For example: A student wants to purchase tickets for Christmas Exodus several months in advance. The student needs to consult their Small Group Leader and establish the last scheduled duty for the day that you plan to depart. Once the leave form is approved, airline tickets may be purchased, allowing sufficient time for travel to the airport following the last scheduled duty.
2. **Pass Packets shall include the following:** a DA Form 31, a POV inspection checklist, the ASMIS-1 Risk Assessment Tool, and a copy of your most recent LES. Flight itineraries are not required in the initial packet, but must be turned in after the leave/pass is approved and tickets are purchased.
3. **Ordinary/PCS Leave Packets shall include the following:** a DA Form 31, a POV inspection checklist, the ASMIS-1 Risk Assessment Tool, a copy of your most recent LES, and a copy of your orders with amendments (PCS only). If you are going TDY enroute to your next duty station, you also need to include a copy of your DD Form 1610. Your detailed itinerary needs to be included in the Remarks block.
4. Students who want to take ordinary leave during the course will be approved on a case by case basis. Emergency leave is authorized. When the course schedule permits, students are encouraged to take leave to avoid exceeding 60 days at the end of the fiscal year resulting in lost leave.
5. No pass form is required for travel to Springfield, St. Louis, Columbia, Osage Beach or other locations of similar distances. A pass form must be submitted to the company if you are spending the night away from your FLW residence or traveling outside of the locations specified above. Pass requests will be screened by the Small Group Leaders (SGL) first, then turned into Charlie Company NLT 0900 three working days prior to the weekend for which the pass is requested.
6. If traveling by POV, students are limited to a 350 mile radius of Ft. Leonard Wood for standard weekend mileage passes, a 450 mile radius for a 3-day weekend, and a 500 mile radius for a 4-day weekend. Anything past the above mentioned mileage must be approved by the Battalion Commander. Ensure the location, phone number, reasoning, and distance from Ft Leonard Wood are annotated on the DA 31 and the ASMIS-1 Risk Assessment Tool.
7. Strict compliance is mandatory. Violations of this policy letter will likely result in disapproval of the pass and/or leave request.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #14A - Leave/Pass Policy for Permanent Party

1. *All permanent party soldiers must have their pass/leave packets approved prior to purchasing airline tickets.* Those who fail to do so will be held responsible for any cancellation/flight change fees that may result. For example: A soldier wants to purchase tickets for Christmas Exodus several months in advance. The student needs to consult their immediate supervisor and establish the last scheduled duty for the day that you plan to depart. Once the leave form is approved, airline tickets may be purchased, allowing sufficient time for travel to the airport following the last scheduled duty.
2. **Leave/Pass Packets shall include the following:** a DA Form 31, a POV inspection checklist, the ASMIS-1 Risk Assessment Tool, and a copy of your most recent LES. Flight itineraries are not required in the initial packet, but must be turned in after the leave/pass is approved and tickets are purchased.
3. All Soldiers are encouraged to take leave to avoid exceeding 60 days at the end of the fiscal year resulting in lost leave.
4. No pass form is required for travel to Springfield, St. Louis, Columbia, Osage Beach or other locations of similar distances. A pass form must be submitted to the company if you are spending the night away from your FLW residence or traveling outside of the locations specified above. Pass requests will be screened by your immediate supervisor first, then turned into Charlie Company NLT 0900 three working days prior to the weekend for which the pass is requested.
5. If traveling by POV, students are limited to a 350 mile radius of Ft. Leonard Wood for standard weekend mileage passes, a 450 mile radius for a 3-day weekend, and a 500 mile radius for a 4-day weekend. Anything past the above mentioned mileage must be approved by the Battalion Commander. Ensure the location, phone number, reasoning, and distance from Ft Leonard Wood are annotated on the DA 31 and the ASMIS-1 Risk Assessment Tool.
6. Strict compliance is mandatory. Violations of this policy letter will likely result in disapproval of the pass and/or leave request.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #15 - Conduct of ECCC, WOBC, and WOAC Students

1. Purpose. To outline policies governing the conduct of officers. It is not intended to be complete, and the omission of any act deemed inappropriate by the United States Army does not constitute approval of such action.
2. All students are subject to the Uniform Code of Military Justice. Some of the common student problems are unexcused absences, excessive tardiness, cheating and plagiarism, lying, stealing, conspiracy, fraternization, sexual misconduct, driving under the influence, insubordination, disrespect, etc. Each situation is punishable by the UCMJ and will be handled on a case-by-case basis.
3. While assigned or attached to this command, officers will conduct themselves in a professional manner. This includes all officers in the graduate degree programs, as well as all students in a "snowbird" and/or "blackbird" status.
4. All students will read and adhere to the following documents:
 - a. United States Army Engineer School Academic Standard Operating Procedures
 - b. The Engineer Captains Career Course Student Handbook
 - c. The Course Director's Memorandum on Academic Ethics and Plagiarism

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #16 - Student Physical Fitness

1. Purpose. To establish procedures, policies and guidelines governing student physical fitness.
2. Goals. *Our goal for each class is an average APFT score of 270.* This average will be calculated without using the extended APFT scale. Students will participate in physical training sessions as outlined/dictated in their training schedules.
3. Army Physical Fitness Test. All students will take an initial APFT within ten days of enrollment into their specific course. *All students must pass a record APFT to graduate.* A final APFT will be given several weeks prior to graduation. If the student cannot take the final APFT due to a profile, the initial APFT scores will be used instead. The final APFT score will be used to determine the APFT awardee (ECCC only).
4. Profiles. All profiles will be turned-in to the 1SG immediately. Those on profile will attend PT and conduct PT in accordance with their profile. Students must have a copy of the profile with them at all times.
5. APFT Failures. Students not achieving minimum standards on the APFT will be flagged, counseled, and placed on the enhanced PT program. The enhanced PT program will be developed by the 1SG and executed by the Small Group Leaders. Training will be geared towards the specific weakness of each individual and will be conducted during normal PT hours.
6. Uniform. When doing PT, the class/teams will maintain the same uniform. Students can wear class/team shirts during intramural competitions, but not during regular PT sessions. The only uniform allowed is the Individual Physical Fitness Uniform. Students will always wear the issued reflective vest when running.

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MEMORANDUM FOR All Students Assigned to C/554th EN BN

SUBJECT: Company Policy Letter #17 - Conduct for Graduates Attending Graduate Degree Classes

1. Purpose. Outline uniform, appearance, attendance, and behavior standards.
2. Uniform. Civilian clothes are authorized, but will not include inappropriate logos nor clothes or shoes with holes or excessive wear. Authorization to wear civilian attire while attending a co-operative degree program is a privilege, not a right. Your attention to personal appearance will help preserve this privilege for those who follow.
3. Appearance. All students participating in co-operative graduate programs must maintain a level of appearance consistent with the standard set for military personnel. Students will maintain the same standard of appearance required by every soldier in the Army. Standards are outlined in detail in AR 670-1.
4. Attendance. Graduate classes will be treated as a military duty. An unexcused absence will be treated as a "Failure to be at Appointed Place of Duty" offense and will be subject to UCMJ action. Graduate degree instructors will be given the task of determining the difference between an excused and unexcused absence. A rule of thumb would be any situation that normally constitutes emergency leave for a soldier. No matter what the reason for an absence, the instructor will always be notified prior to missing the class. At this time, the student will coordinate with the instructor to make up any material or assignments missed. Once an instructor identifies a student as an unexcused absence, they will contact me via phone at (573) 596-7008 or via e-mail at jennifer.v.thibeault@us.army.mil. Prior coordination/notification with an instructor is the recommended solution.
5. Behavior. Whether in class or on the UMR Campus, students will treat their professors with the same courtesy and respect that is due to a superior officer. Professors have the right to notify the chain of command of disciplinary issues. **Students are not exempt from UCMJ action** while in the graduate status. Each situation will be handled on a case-by-case basis.

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MEMORANDUM FOR All Personnel Assigned/Attached to C/554th and HHC/554th EN BN

SUBJECT: Company Policy Letter #18 - Equal Opportunity Complaint Procedures

1. Any individual within this command who believes that they have been subjected to harassment or discriminatory practices from a co-worker, supervisor, manager, service member, customer, or vendor has the right to file a complaint. The individual with the complaint can report the conduct to his/her chain of command or unit Equal Opportunity Representative (SFC Lattin @ 596-0800).
2. While service members are encouraged to report violations of equal opportunity policies and regulations to their chain of command first, they are not required to do so. They may instead contact other offices or agencies listed below:
 - a. Equal Opportunity Office
 - b. Equal Employment Opportunity Office
 - c. Inspector General's Office
 - d. Staff Judge Advocate's Office
 - e. Chaplain's Office
 - f. Housing Division, Department of Public Works
 - g. Medical Facilities
 - h. Military Police/Criminal Investigation Division
3. Policy/Procedures. There are two types of complaints, informal and formal:
 - a. Informal Complaint. An informal complaint is any complaint that a soldier or family member does not wish to file in writing. The individual, another unit member, Equal Opportunity NCO or a person in the complainant's chain of command usually resolves these complaints. Informal complaints are no less important than formal complaints. Address complaints with a sense of urgency and a sincere intent to attain resolution. Notify the Battalion EOR of any complaint process- verbal or written
 - b. Formal Complaint. Formal complaints are filed by submitting a sworn statement on a DA Form 7279-R (Equal Opportunity Complaint Form) by a service member or family member. Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit sets reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events and timely remedial action. The following steps apply:
 - (1.) Notify the Chain of Command of their desire to present a complaint to the Equal Opportunity Staff advisor
 - (2.) Notify the EOR and fill out a DA Form 7279-R

Once notified of a complaint, I will take action and ensure the person making the complaint has sworn to it on the DA Form 7279-R. I will then contact the Brigade EOR within 24 hours. Within 72 hours, I will

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send a memorandum through the chain of command to the Commanding General. I will come up with a plan to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal. The plan will include, as a minimum, specified meetings and discussions with the complainant, alleged perpetrator, named witnesses, and selected members of the chain of command and coworkers. I have 3 days to refer the complaint to other agencies. I have 14 days to investigate the allegations and meet with the victim to discuss the outcome and the results of the situation.

If needed, I will request an extension in writing, by memorandum, for approval. Extensions will not exceed 30 calendar days after the initial 14 day suspense. The Commanding General must approve requests for further extensions.

I will furnish the complainant written feedback within 14 days of the complaint. Feedback will be parts II and III of the DA Form 7279-R.

4. Individuals have a responsibility to first inform the alleged offender that the behavior must stop. They should advise their immediate supervisor or manager of the specifics of the discrimination or sexual harassment and afford the chain of command the opportunity to resolve the issue. Individuals will submit only legitimate complaints and exercise caution against unfounded or reckless charges. In the event of a complaint involving interservice personnel, the complaint will be processed under the complaint procedures of the alleged offenders' branch of service. The installation Equal Opportunity Advisors will be used to assist in this complaint process.

JENNIFER V. THIBEAULT
CPT, EN
Commanding